

RISK ANALYST**Class Definition**

Under supervision, performs professional duties associated with administration of the City's comprehensive risk management and loss control program.

Distinguishing Characteristics

Risk Analyst is a specialized professional class assigned to the Risk/Safety Management Division of the Department of Administrative Services. Incumbents assist in the evaluation and administration of the City's loss control, liability, safety, workers' compensation, and other risk management programs. This class differs from Senior Human Resources/Risk Analyst in that the latter is the first-line supervisory level in which incumbents perform difficult and complex assignments in human resources, risk management, and loss control program areas. It differs from Claims Specialist in that incumbents of that class perform technical work in the processing of claims against the City.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Investigates, analyzes, and manages personal injury and property loss claims against the City; makes recommendations for resolution; negotiates settlements within assigned authority.

Inspects accident scenes, injuries, and property damage; interviews witnesses; collects and preserves evidence; prepares investigative reports.

Seeks recovery of damages from responsible third parties who damage City property or cause injury to employees.

Assists with the development and implementation of various employee training programs.

Participates in the administration of the Employee Medical and Health Screening, Workers' Compensation and Unemployment Insurance, and Employee Assistance Programs.

Conducts safety inspections to prevent accidents; investigates, analyzes, and reports accidents; conducts safety programs; administers various loss control activities.

Prepares and/or conducts new employee orientation programs, training programs, and other related workshops.

Prepares reports, correspondence, and statistical materials; maintains records and files.

Performs related work as required.

Knowledge, Abilities, and Skills

Knowledge of California law related to public agency claims procedures and practices.

Knowledge of loss investigation and claims adjustment techniques used in the resolution of personal injury, property, and general liability claims.

Knowledge of the California State Labor Code relating to workers' compensation and industrial safety.

Ability to exercise judgment, analyze information, and reach conclusions based on discovery.

Ability to establish and maintain effective working relationships.

Ability to establish and prepare clear and concise oral and written reports.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in business administration, public administration, or a related field; and two years of experience in loss control, risk management, workers' compensation, insurance underwriting, or employee safety. Additional qualifying experience may be substituted for the required education on a year-for-year basis. Public agency/governmental claims experience desirable.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Administrative Services

DATE: _____